

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **ACCOUNTING SPECIALIST** (12 month position)

Job Order Number: 4080008

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$27,216 annually

Deadline: August 19, 2014

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the below.)

High school diploma or GED equivalency is required.

A minimum of two (2) years experience or additional schooling which has prepared the individual to provide accounting and/or bookkeeping support. Instruction should include coursework in posting transactions to accounts, record-keeping systems, accounting software operation, fixed asset management, and general accounting principles and practices.

PREREQUISITES FOR THE JOB

Experience and knowledge in various software applications including Microsoft Access, Excel and Word. Ability to learn additional software applications as necessary.

Must meet the required American Sign Language competency level of Novice.

Have a thorough understanding of State of Missouri and the school's accounting forms, policies, rules and procedures.

Knowledge of accounting principles and practices.

Ability to make independent judgment and to take action accordingly.

Ability to prepare reports, forms, and documents clearly and concisely with appropriate data, and to make some analysis and judgment regarding such documents.

Ability to add, subtract, multiply and divide quickly and accurately.
Ability to communicate information and ideas in writing so others will understand.

Ability to establish and maintain effective, harmonious, and cooperative working relationships with other employees and the public.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Verifies all invoices against purchase and receiving documents in preparation for payment.

Reviews expenditures in order to assure accuracy and reasonableness of expense before processing payment.

Prepares proper SAM II payment documents in accordance with State of Missouri and the school's policies and procedures. Files records showing payment.

Designs and maintains databases and spreadsheets to log information for later use.

Prepares reports, charts, graphs and other management information for school fiscal managers to facilitate data analysis and the decision making process.

Maintains balances on assigned special accounts.

Reconciles local cash accounts and bank balances monthly.

Communicates with vendors and other individuals either verbally or in writing to assist with the correction and/or clarification of billing and/or payment information.

Prepares transmittals and other forms in order to deposit or account for receipt of funds.

Performs an informational function by advising departmental personnel on matters relating to payment policies and procedures.

Assists other Business Office personnel in their duties as time permits.

Performs related work as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at

http://dese.mo.gov/sites/default/files/Employment_Application_2005.pdf

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS

ANNUAL LEAVE: Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue approximately 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) plan is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.